

Guidelines for Opening a Trust Account

City Plans Review & Permitting Office 865-215-2999

- ♦ Complete Application Form
 - Have each authorized person print or type their complete name
 - Have each authorized person sign their complete name
- The application must be notarized before submitting
- ◆ Pay the \$100.00 initial (minimum) deposit; a receipt will be given for each transaction
- ♦ No cash refunds will be given from the Trust Accounts
- ♦ For contractors that hold more than one type of license, an account for each license will be required; however you may transfer funds between accounts
- ♦ If you wish to close your account, a written request to the City Plans Review & Permitting office will be required
- ♦ It is the responsibility of the Account Holder to notify our office (in writing) of any changes to their account information, such as authorized persons, business address, business phone number, etc
- ♦ Applications for sub-permits may be faxed to 865-215-2627 and must include your Trust Account Number

December 2014